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22 January 1958

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Report #3  
Assessment and Evaluation Staff  
15 - 21 January 1958

Document No. 3

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C 25X1

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 15 Jan 58

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

1. As a result of an informal request of /SR for Language Proficiency Tests which could be administered by untrained personnel who do not know the language being tested,  was in to discuss with us the possibility of developing such tests. The project looks feasible and within our capabilities. SR is submitting a formal request for this. While he was here,  also conferred with

2.  was in to work with the Assessment Branch on the improvement of the assessment process.

3. Chief, A&E attended the final meeting of the Task Force on Fitness Reporting. The revision of the Fitness Report will be presented to the Career Council at its next meeting. The simplicity of the revision, I am sure, will be welcomed by most people.

B. Training Evaluation Branch.

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25X1 recommendations [ ] concerning methods of maximizing teaching effectiveness, and will give her first attention to the Operations Course.

25X1 3. The [ ] current events quiz, developed [ ] was administered to a complete class for the first time on Monday, after a tutorial tryout several weeks ago. The quiz is being scored by the staff and results will be provided for the students on Wednesday.

4. C/TEB met with C/IS on Monday to review progress in the first presentation of the Intelligence Research Techniques Course.

C. Assessment Branch.

1. Several months ago, a supervisor called the A&E Staff to discuss the capabilities of a young man who had been evaluated in the division as having reached the limit of his potential. He was assessed, and it was learned that although he had a great deal of ability, he was unable to utilize it because of some fairly serious personality problems. These findings were discussed both with the supervisors and the man himself. He had not realized the seriousness of his handicaps. He was encouraged to seek the advice and assistance of the Medical Office psychiatric staff. He did so and has been consulting a psychiatrist regularly for several months. He reports that he no longer has a constant feeling of depression and discouragement; also, he has sought and utilized advice on ways of improving his work. One significant result is the fact that for the first time, he has been told that one of his major products was evaluated as "very good."

D. Research Branch.

1. In the last weekly report mention was made of a study of 175 stenographic candidates. Had stenographic candidates been selected on the procedure developed:

a. The proportion which reached dictation standards would have been increased because

(1) Ninety-six (96) per cent of those who qualified would have been identified, while eliminating 44 per cent of those who failed to qualify.

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W  
good evidence  
of how A&E  
& Medical  
can work  
together

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b. Training time would have been saved:

(1) Those selected on the basis of test results took on the average, 16 hours of training.

(2) Those who failed to qualify on the tests took on the average 37 hours of training. Even then, 65 per cent of this group did not qualify and had to be down-graded.

III. PERSONNEL NOTES.

1. [redacted] resigned from the Agency on 17 January 1958.

[redacted]  
Chief, Assessment and Evaluation Staff

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WEEKLY STATISTICAL REPORT  
Assessment and Evaluation Staff  
Week of 13-17 January 1958

A. Assessments

	No. Forwarded with Comment	Total Performed
1. Interpretive Reviews		
a. Applicant		
b. EOD	<u>1</u>	<u>3</u>
c. FLA	<u>1</u>	<u>35</u>
d. Career Management		
e.		
		TOTAL <u>38</u>
2. Standard		
a. With individual tested		<u>3</u>
b. With personnel officer, supervisor, etc.		<u>4</u>
		TOTAL <u>7</u>
3. Special		<u>0</u>
4. Intensive		<u>2</u>
5. Interpretive Conference		
a. Standard		
1. With individual		<u>0</u>
2. With personnel officer, supervisor, etc.		<u>9</u>
b. Special		
1. With individual		<u>0</u>
2. With personnel officer, supervisor, etc.		<u>1</u>
c. Intensive		
1. With individual		<u>0</u>
2. With personnel officer, supervisor, etc.		<u>12</u>
		TOTAL <u>22</u>

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C. Testing Operations

	No. Persons Tested	No. Tests Administered
1. Professional Applicant Test Battery <u>4</u>		
a. General Applicants	<u>2</u>	<u>18</u>
b. JOT Candidates		
1. Washington	<u>2</u>	<u>18</u>
2. Field	<u>0</u>	<u>0</u>
c. Other	<u>0</u>	<u>0</u>
2. Professional Employee Test Battery <u>30</u>		
a. EOD	<u>3</u>	<u>36</u>
b. Pre-training	<u>24</u>	<u>288</u>
c. Internal JOT Applicants	<u>0</u>	<u>0</u>
d. Other	<u>3</u>	<u>36</u>
3. Clerical Applicant Test Battery <u>92</u>		
a. Washington	<u>20</u>	<u>70</u>
b. Field	<u>72</u>	<u>203</u>
4. Clerical Employee Test Battery <u>6</u>	<u>6</u>	<u>30</u>
5. Foreign Language Aptitude Test <u>14</u>	<u>14</u>	<u>112</u>
6. IOC Waiver Test <u>1</u>	<u>1</u>	<u>1</u>
7. Other <u>0</u>	<u>0</u>	<u>0</u>
TOTAL <u>147</u>	<u>147</u>	<u>812</u>

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